Project Progress Report

Project Name:	**Grants, Contracts, and Loans Management System**

Reporting Period:	From:	October 1, 2008	To:	October 31, 2008

Audience: Sadie Rodriquez-Hawkins, Jan Marie Ferrell, Polly Zehm, Allen Schmidt, Lynne McGuire, DIS, and ISB

Schedule Status: **[] GREEN** **[] YELLOW** **[X] RED**
(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: **[X] GREEN** **[] YELLOW** **[] RED**
(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: **[] GREEN** **[] YELLOW** **[X] RED**
(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Achievements

- Failed to receive the interim deliverable for payment requests and disbursements and the two prior interim deliverables did not meet OFM's expectations (see Risk #19460 below).

- OFM requested that Sierra Systems deliver a detailed plan and approach to meet its contractual obligations by October 15, 2008 in a letter signed by Lynne McGuire, Chief Information Officer, OFM.

- Reviewed Sierra System's response in the form of a Risk Mitigation Strategy that indicated the original scheduled could not be met and requested a 21-week project extension.

- OFM notified Sierra Systems that the proposed Risk Mitigation Strategy was not acceptable and requested a revised project plan by October 24, 2008 in a letter signed by Wolf Optiz, Deputy Director, OFM.

- Sierra Systems provided OFM with a revised project plan incorporating milestone demonstrations to OFM, daily progress reports on key metrics and additional technical project management oversight at the subcontractor's office in Victoria, BC. In addition, Mr. Jim McGavin, Executive Vice President of Sierra Systems, would be receiving weekly reports from the Sierra project manager, and Ms. Shelley Hodgson, Vice President for Sierra Systems US Operations, would now be responsible for managing the subcontractor.

- Disengaged Critical Logic from the testing effort.

- Reduced the Lead Tester and Lead Developer time on the project to 25%.

- Business Analysts continue to work on change requests, issues, and ambiguities.

- For the Service Bus; completed:

  - GIS interfaces
  - Financial Transaction (payment & validation) – development of data definition, mapping return, orchestration, and testing return message

- o Statewide Vendor – development of data definition and orchestration
- o Titles – development of data definition
- o Agreement – development of data definition and orchestration
- o Test plan and test cases
- For GIS; completed:
    - o Architectural design
    - o Work plan for establishing production environment

Objectives for the next reporting period

- Data migration design and approach
- Group 1 – Complex documents and, clause and text handling development and demonstration
- Group 1 analysis
- For GIS:
    - o Install and configure ESRI software 9.3
    - o Operations, promotion model, patch control process, and installation/configuration documentation
- For Service Bus:
    - o Interface development
    - o Unit and system testing of all interfaces

Schedule

Major Milestones and Deliverables for October

- None satisfied

Planned Major Milestones and Deliverables	Orig.	Revised.
Pilot		
o Configure System	11/3	1st Qtr. 2009
o System Testing	11/21	2nd Qtr. 2009
o Performance Testing		1st Qtr. 2009
o User Acceptance Testing	12/18	2nd Qtr. 2009
o Re-baseline – Go/No-Go	12/17	2nd Qtr. 2009
o Pilot deployment		2nd Qtr. 2009
ECY – CTED first program implementation	1/12	2nd Qtr. 2009
Rollout to remaining programs (2nd Rollout)	6/24	4th Qtr. 2009
o ECY – CTED program workshops		3rd Qtr. 2009
o Updated design/configuration specifications		3rd Qtr. 2009

o Configure/Test System			4th Qtr. 2009
o User Acceptance Testing & Training			4th Qtr. 2009
o Deploy system			4th Qtr. 2009
▪ Post implementation review		7/2	4th Qtr. 2009

Budget

IT Project Pool:	5,463,810
Project-to-date (7/07 to 10/08)	
* Expense transactions recorded as of November 05	
Salaries/Benefits	623,111
Internal Administrative	251,773
Software Package	690,000
External QA	57,400
External Testing	97,018
Equipment	91,367
Travel	1,938
Goods & Services:	3,981
Total Expense:	**1,816,588**
Project Balance:	**3,647,222**

Issues

Risks

Newly discovered or re-arisen, including Risk Severity Indicator

Risk:

#19460: Interim deliverable #1 & #2 not meeting OFM expectations

Mitigation:

Expectations as to the method used for interim testing of the system will have to be adjusted by Critical Logic.

In an effort to assess project progress, system accuracy, and usefulness (management of outcome/system functionality) at regular intervals throughout the project, Critical Logic has agreed and is prepared to use the interim deliverables as much as possible to prepare test materials. Critical Logic will work as quickly as feasible with each interim deliverable to complete test materials and test the requirements planned to be completed within that deliverable.

Sierra has delivered to OFM a document titled "Process for GCLM Interim Deliverables" that defines the interim deliverable process. The document is located within the project SharePoint site at: http://sharepoint.dis.wa.gov/ofm/systems/agreement_mgmt/Design and Development/

Sierra will (at no additional charge to OFM) engage Peggy Fraser, who is located at the OGMA office, to configure as many of the data elements as possible. To support this effort, OFM will provide information regarding the data for various textual and list data fields.

To support OFM's efforts, OGMA will produce a "roadmap" to the configuration assisting Sierra and OFM in the process of configuring users, user roles, security, system administrator roles, lists, etc.

Sierra and OFM project managers have agreed that it is in the best interest of the project to incorporate transfer of knowledge into ongoing project tasks as on-the-job training. The project managers concur that an ongoing focus and hands on experience is now the most efficient, effective method for staff to learn the configured system.